

Small Farm Expo 2005 Vendor Application

Being a vendor at the Small Farm Expo pays off!

"The Small Farm Expo greatly benefited our business. We made lots of contacts."
 "This event provides great local exposure!"
 "The Expo is a product exposure opportunity. It allows us to introduce our product to potential customers and reinforce its importance to those that are already using it."
 --Comments from vendors at last year's Expo

*Please complete and return with payment no later than **March 4th**, 2005.*

Company Name: _____ Contact Name: _____

Address: _____

City: _____ Zip: _____ Phone: _____

Email: _____ Website: _____

- ____ Count me in for the 2005 Small Farm Expo
 ____ I cannot participate this year, but please try again next year.
 ____ I'll pass, please take me off your list.

1. Indicate below which space(s) and set-up rentals you need for the Expo.

<u># Units</u>	<u>Deadlines and Cost/Unit</u>			<u>Fee Due</u>
	January 28	February 11	March 4	
<u>Indoor Vendor Space (Exhibition Hall)</u>				
_____ 10X10 foot space(s)	\$50	\$60	\$70	\$_____
_____ Space needs greater than (3)10X10s	<i>Contact vendor coordinator</i>			

____ ***Please check here if you require electricity at your indoor vendor space. Please note that you will need to bring your own extension cord(s).***

<u>Outdoor Vendor Space (Commercial Booths)</u>				
____ 4X8 foot space(s)	\$20	\$30	\$40	\$ _____
____ 20X20 foot space(s)	\$50	\$60	\$70	\$ _____
____ Space needs greater than (3) 20X20s	Contact vendor coordinator			

Set-up Rental (these items will not be provided unless they are requested here)

____ Table(s)	\$15	\$20	\$25	\$ _____
____ Chair(s)	\$2	\$3	\$4	\$ _____
____ Canopy(s)	Contact vendor coordinator			

Discounts

- Non-profit organizations and government agencies, please subtract 50% from your total vendor space fee
(this discount does not apply to the rental of tables, chairs, and tents) New Subtotal: \$ _____
- Partners and sponsors, please subtract the appropriate amount based on your sponsorship agreement
(please note that you must pay for the rental of tables, chairs, and tents) New Subtotal: \$ _____

TOTAL VENDOR FEE DUE \$ _____

(over)

Please make checks out to **WSU King County Extension** and send them in with this application no later than **March 4th** to:

**Small Farm Expo 2005
c/o Hannah Cavendish-Palmer
WSU King County Extension
919 SW Grady Way, Suite 120
Renton, WA 98055**

2. Please provide a brief description (3-5 sentences) of your organization or business, and what products and/or information you will be providing as a vendor at the Expo. *Please note that this description may be put in the Expo program or up on the Small Farm Expo website.*

3. The fairgrounds will be open for vendor **set-up on Friday, March 18th between 12:00 and 6:00PM.** Vendor **set-up on Saturday morning will be between 7:30 and 8:30 AM.** Your space, with any rental tables, chairs, and/or tents, will be clearly marked with your name. Please indicate which time you are planning to set-up your vendor space. **(All set-ups must be completed by 8:30 AM Saturday, with vehicles returned to the South parking lot).**

_____ Friday 12:00-6:00PM

_____ Saturday 7:30-8:30 AM

VENDOR AGREEMENT

I understand and will adhere to the following:

The Small Farm Expo is a juried vendor event. WSU reserves the right to choose vendors to balance context and location. Should a vendor with whom an agreement is made, fail to adhere to the payment deadline, WSU King County Extension reserves the right to establish an agreement with another vendor in lieu of the former/s agreement. Vendor participation in the Small Farm Expo does not imply endorsement, nor does exclusion of any vendor imply criticism, by any of the event's sponsoring agencies.

No provisions except rental tables, chairs, tents, and electric power (please note that **no extension cords will be provided**) will be made available by the Expo coordinators for vendor use, and these will only be provided upon vendor request in the vendor application. Vendors that request additional tables, chairs, and tents after March 4th will be charged \$30 per table and \$5 per chair. These items can be paid for by check only. ***Vendors are responsible to leave vendor space as found at arrival.***

Vendor Signature _____ Date _____

Call Hannah Cavendish-Palmer with any questions at (206)205-3206 or email at hannah.cavendish-palmer@metrokc.gov

***We look forward to you participation in the Small Farm Expo 2005
See you on March 19th !!***